

## **Bed Reserve**

The Division of Long Term Care is presently allowing facilities to place beds in "Reserve Status." This means that the beds are simply taken out of the resident room and stored elsewhere, either to provide more living space for residents, or to utilize a room for purposes other than a resident room.

Facilities desiring to place beds in "Reserve Status" should submit a written request to the Division, indicating room number, number of beds to be placed into "Reserve Status," and classification of beds (e.g., Title 18 SNF/19 NF, Title 19 NF, etc.). Facilities desiring to re-activate beds in "Reserve Status" should follow the same procedure before placing the beds back into use. Please keep in mind that placing beds into "Reserve Status" does not affect the total licensed capacity or certified totals. This transaction requires:

- Letter specifically indicating the room number and number of beds to be placed into reserve status and classification of the beds (Residential, NCC, Title 18 SNF, Title 19 NF, and Title 18 SNF/Title 19 NF).
- Facility Floor Plan representing the proposed bed configuration.
- Bed Inventory (State Form 4332) representing the proposed bed configuration.
- The effective date of change in bed configuration.